

Creating a WA_EM text file

A FTP "transfer complete" message only means the filing left your computer; it does not mean the OIC accepted your filing or that it even left your company. The WA_EM text file will provide positive feedback for your OIC FTP electronic filing. Terms highlighted in bold italic type are defined by the NAIC.

The system typically processes WA_EM files within 10 minutes. However, problem files can stop the processing system. Your filing will remain on the FTP site until the processing system is re-started. After the re-start, the system will process WA_EM files. If do not receive a response to your WA_EM file within one business day, it is safe to presume your filing was not accepted. Please review the filing, correct the errors and resubmit.

Typically, computers running Microsoft® Windows have the Notepad program. If yours does not, see the other options at the end of this document.

1. Click Start | Programs | Accessories | Notepad
2. Type the email address you want the response to go to, for example, AnnRptProc@oic.wa.gov

Do not type any other words, characters or punctuation that is not in the email address or the file will be unreadable.

- 2a If you wish to send the response to others, press the enter key and add another email address on the next line.
3. Save the file (click File | Save). The WA_EM file name must have the same first eight **fields** as the ZIP file it will go into. Then, make the **State Supplement Code** "WA" and the **Filing BLOB type code** "EM". The **extension** must be "TXT".

Example: if the correct ZIP file name is
"66666_01_X_2003_O_M_01_O_NA_1.ZIP", name the file
"66666_01_X_2003_O_M_01_O_WA_EM.TXT".

4. Add the WA_EM file INTO the existing ZIP file. Please read your ZIP program instructions to find out how to add files to an existing ZIP file.

Other options:

You may use any text editor that creates text files, including WordPad or Microsoft Word. Replace step 3 with File | Save As, name the file, then click the Save as Type list box. Click on Text Document (in WordPad) or Plain Text (in Word). The program will display a warning that all formatting will be removed. This is what makes it a text file, so choose OK.